



# **MONROE COUNTY DEMOCRATIC COMMITTEE**

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## **COMMITTEE MEMBER HANDBOOK**

Updated November 2022

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*Dear Democratic Committee Member:*


*Welcome to the Monroe County Democratic Committee! Whether you're a new member or a seasoned veteran, we're excited to have you on our team. Your involvement will not only help get Democrats elected up and down the ticket, it will also provide an outstanding opportunity for you to become immersed in the electoral process and in your community.*

*MCDC members are the link between citizens and their elected government; by getting involved you will have countless opportunities to bring government closer to your own neighborhood. We encourage you to take an active role in your local Town or City Legislative District Committee by attending monthly meetings; working on political campaigns; and attending neighborhood events and Party and/or candidate fundraisers. We know that you will find active participation in MCDC to be both rewarding and educational.*

*This handbook offers a brief overview of the organizational structure of our Party and the duties of a MCDC member. If you have any questions about how you fit into the Party after you have reviewed this handbook, please feel free to contact us or your Town or City LD Leader. Communication and understanding are vital to an effective Party, and we always welcome your questions and ideas.*

*MCDC depends on its committee members to carry out its objectives and keep it moving forward. We have remained successful because of the enthusiasm and hard work of volunteers throughout our broad-based, grassroots organization. Thank you for becoming involved — we look forward to working with you!*

*Regards,*

A handwritten signature in black ink, appearing to read "Stephen DeVay". The signature is fluid and cursive, with a long, sweeping line extending from the end of the name.

*Stephen DeVay  
Chair, Monroe County Democratic Committee*

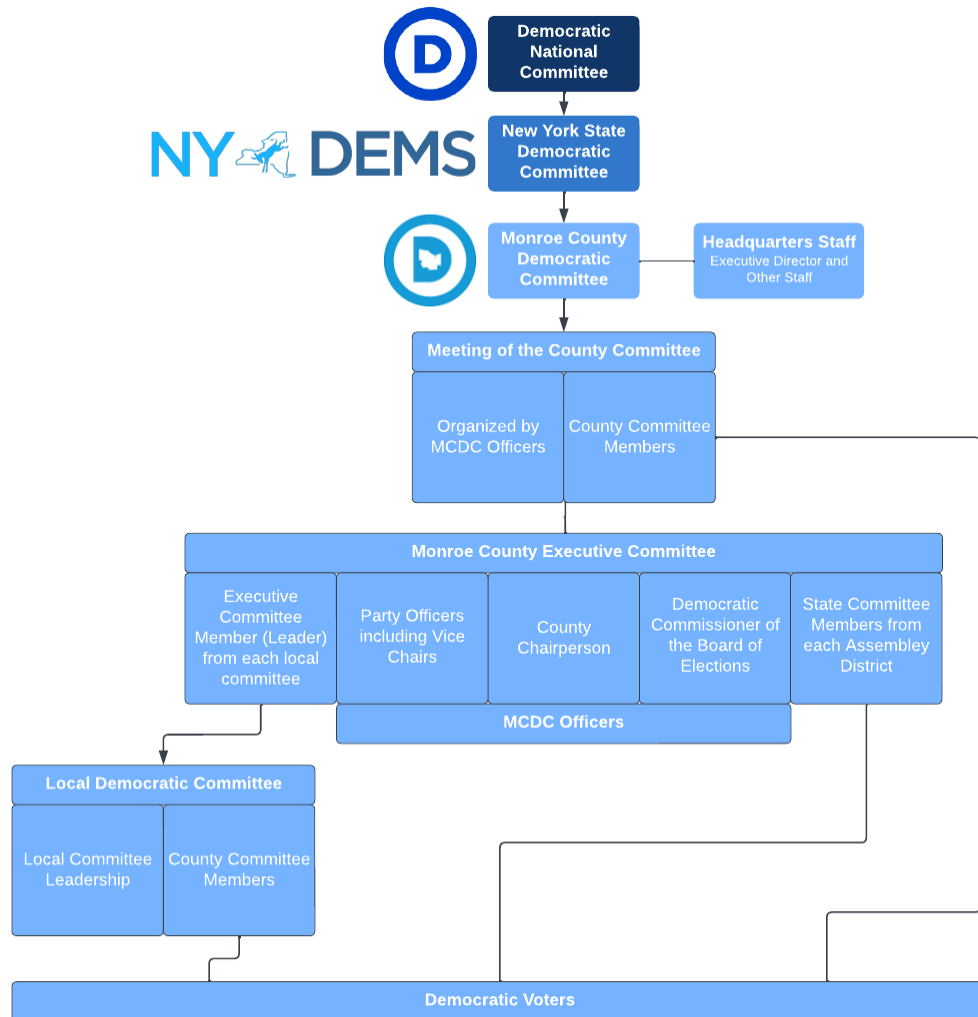


# 1. Overview of Party Organization

## Local Committees

The local City Legislative District (LD) or Town Democratic Committee is the organizational base of the County, State, and National Democratic Party. The local Democratic committee, comprised of Democratic residents within election districts, is based on the principle that the participation of the individual citizen is the foundation of our democratic political institutions.

The following demonstrates the structure breakdown of various levels of Democratic party organizations:



The members of the City LD or Town Democratic Committees are the elected representatives of the enrolled Democrats living in the [election district](#) in which they serve. Each election district can elect up to the number of committee members defined in the MCDC bylaws to serve two-year terms. To qualify for election, each member must gather a specified number of signatures on a designating petition from enrolled Democrats in their assigned district once every two years. This is done as part of committee petitioning efforts, which ensures Democratic candidates a place on the ballot in the upcoming election.

After the Party Organizational Meeting, if vacancies remain after the petitioning process or due to the resignation of a member, committee members can be recommended by the Committee Leader and approved by the Executive Committee of the Monroe County Democratic Committee.

## **County Committee**

Local committee members are also members of the Monroe County Democratic Committee (MCDC). The County Committee elects its own officers and sets its own rules. This handbook includes a copy of the current MCDC rules in the appendix.

## **New York State Democratic Committee**

The New York State Democratic Committee is comprised of two members from each New York State Assembly District. The enrolled Democrats within the applicable Assembly District petition members similar to the local committee members. If only one candidate petitions on (for each office), they will be considered elected. If multiple candidates file petitions for the positions, a primary election is then held.

In addition to selecting the State Committee Chairperson and determining the State Party rules, the State Committee designates candidates for statewide offices and sets policies for the party at a state level. The State Committee also selects some of the New York State representatives to special meetings and conventions and to the Democratic National Nominating Convention, which is held every four years to nominate a Presidential candidate.

To learn more, visit [nydems.org](http://nydems.org)

## **2. Responsibilities of the Local Committee Person**



Political parties are essential to a healthy democracy. They provide both an opportunity for individuals, at the grassroots level, to influence governmental decision-making and an organized structure to enforce accountability of elected representatives. This system only works, however, to the extent that individual committee members take their role seriously. The committee person's responsibilities are diverse and important; a local committee person is expected to:

- Actively participate on the committee and in the community
- Help register voters and recruit new committee members and/or candidates
- Circulate party designating petitions for every election
- Join in campaign activities for endorsed candidates
- Join in Election Day turn-out activities
- Support the party financially

## **Committee Participation**

An effective party organization on both the local and county level depends upon active participation of each committee person. Committee members should attend as many meetings as possible, support fundraising efforts, be willing to serve on special committees, and take on other assignments. Above all, the committee person should keep informed of activities and policies of the party and should express, at party meetings and to the local leader, their views on what the committee's activities, policies, and priorities should be.

## **Recruitment and Registration**

To maintain a strong Democratic Party we must constantly attract new members. The committee person helps through their efforts to register new Democratic voters and to encourage their active involvement in party activities. Committee members are encouraged to make quick contact with Democrats who move into their district, which is updated to Committee Leaders periodically. See sample report in appendix.

## **Circulation of Petitions**

The petition process is an invaluable opportunity for face-to-face contact with Democratic voters. It is, in a true sense, the first phase of each election campaign. Committee members are expected to play an active role in petitioning every year.

In March of each year, Committee Leaders will organize the petitioning effort for Democratic Candidates. Each committee member is expected to collect signatures from Democratic voters in their neighborhood or election district. The committee person



should become familiar with the regulations and procedures for obtaining signatures and filling out petition forms. See the “Dos and Don’ts of Petitioning” section in the appendix.

## **Campaign Activities**

Committee members are expected to actively participate in local campaigns and help get Democrats elected to office. This can include, but is not limited to:

- Voter registration
- Hosting and attending fundraisers
- Literature distribution
- Putting up lawn signs
- Voter contact phone banks
- Get Out The Vote (GOTV) activities

## **Election Day**

Election Day is the most crucial and intense day of the political year. Campaigns can be won or lost on that day alone. All of the work undertaken prior to Election Day will be negligible if our voters stay home.

Committee members are asked to take part in a coordinated Get Out The Vote (GOTV) effort, organized by the County Committee to ensure that Democrats in all parts of the county vote. GOTV efforts include telephoning, visits to voters’ homes, and giving rides to the polls. Every attempt is made to ensure that Committee members walk and call within their own district or town before working in other parts of the county.

## **Financial Support**

It is a fact of life that a first-rate party organization needs financial support. Contributions to the County Committee support our headquarters staff, office overhead, computer and database services, and other support services provided to candidates and local committees. Committee members are encouraged to contribute financially, at a personally affordable level, to keep the party functioning well and support its efforts to get Democrats elected to office .

## **3. The Local Committee**

The local Democratic committees are the foundation of our party. It is the place where local Democrats come together to discuss politics, government, and the things citizens



need from elected officials. It is also the hub and powerhouse of local Democratic politics. It is the local committee that works to support and elect endorsed Democratic candidates.

## Composition

Within Monroe County, every town is eligible to form a Local Democratic Committee within the MCDC structure. In total, we currently have 20 Town Committees.

These are:

- Brighton
- Chili
- Clarkson
- East Rochester
- Gates
- Greece
- Hamlin
- Henrietta
- Irondequoit
- Mendon
- Ogden
- Parma
- Penfield
- Perinton
- Pittsford
- Riga
- Rush
- Sweden
- Webster
- Wheatland

Within the City of Rochester, we further divide into Legislative Districts (LD). These Legislative Districts are based on the portions of the Monroe County Legislature district that are contained within the city. Each of these City LD's form a Local Democratic Committee. By doing this, each local committee can focus on the needs of their community and work more directly with their Monroe County Legislator.

To get more information, including websites and contact information, please visit:

[monroedemocrats.com/city-town-leaders](https://monroedemocrats.com/city-town-leaders)

## Functions

The local committee has three principle functions:

1. To develop a strong and active grassroots party organization, which includes skilled leaders, dedicated workers, capable candidates, and healthy finances.
2. To play the primary role in the planning, financing, and waging of campaigns for local offices, which can include:
  - a. Collecting signatures for designating petitions
  - b. Hosting fundraisers for endorsed candidates





- c. Campaigning for endorsed candidates, such as door-to-door canvassing or phone banking
3. To serve as a medium for communication between party members and elected Democratic officials.

Local committees often sponsor activities and other functions to build unity and encourage teamwork among committee members, and to raise money.

## **Organization**

The local committee is free to organize itself in such a way as to maximize its effectiveness given its special needs and resources, as long as its bylaws are consistent with the State and County Party's rules and New York State Election Law.

The local committee, comprised of Democrats who, in the most recent primary cycle petitioned themselves on to the committee or, in the case of a challenge, won their primary election, are required to meet within fifteen (15) days prior to the organizational meeting of the County Committee to choose its Committee Leader. Many local committees also have other officers. For example: Chair, Secretary, Treasurer, Sector Leader, District Captain, and Subcommittee Chair for special projects such as fundraising, committee recruitment, issues, or voter registration.

## **Town or City LD Leader**

The Town or City LD Leader is elected by the members of the local committee to represent the interests and views of the local committee on the County Party's Executive Committee, as well as to be the Chief Officer of the local committee. The Leader is responsible for maintaining communication between the local committee and the Executive Committee. They should report frequently to the local committee on what is happening at the county level.

## **Finances**

The local committee generally will need to raise funds to cover expenses associated with its own activities, including meetings and communications, candidate support, and to help maintain the County Party organization. Election Law requires local committees to:

- Choose a Treasurer
- File a "Treasurer's Designation Form" with the Board of Elections



- File at least two financial disclosure statements annually with the Board of Elections, as well as any additional filings as required by law

Diverse fundraising techniques are employed by the local committees, including membership dues, contributions, parties, dinners, garage sales, and bake sales.

## **Voter Registration**

The interests of both the Democratic Party and the democratic process are served by promoting voter registration. This should be a continuing activity; in some committees it is the responsibility of a specific officer or sub-committee.

## **Candidate Selection**

The most fundamental and important role in candidate development and selection is assigned to the local committee. This role includes the following:

- The continuing process of identifying highly qualified Democrats and encouraging them to seek public office
- Setting up vehicles for evaluating and providing information about candidates for all levels of public office, such as public candidate forums
- Establishing open and fair processes for deciding which candidates to endorse
- Circulating designating petitions for the endorsed candidates
- Campaigning for the endorsed candidates

The Democratic Party is committed to running the best candidates for political office.

The process for selecting candidates from level to level is as follows:

- Statewide Offices: Candidates for statewide office (ex. State Senator or Governor) are designated by a majority of the State Committee at a special meeting.
- Monroe County and City of Rochester: Candidates for county or city office (ex. County Executive, Mayor, District Attorney, City Council, or Judge) are designated at a County Convention by means of a process outlined in the County Committee Bylaws (see appendix).
- Local Candidates: Town Committees designate candidates for town offices and for county legislative seats entirely contained within a town. City LD Committees designate candidates for county legislative seats entirely within the city. County Legislative seats that cross town or city LD borders are chosen by convention as outlined above.



## **Petitions**

To become a candidate for any given office, from local committee person to countywide office, an individual or their representative(s) must circulate and file valid designating petitions. Designated candidates will gain the support of MCDC for petition creation, passing, scrubbing/review, and other necessary items in preparation for filing with the Board of Elections.

Designation by the party is not by itself sufficient to appear on the ballot. Petitions are still required per New York State Election Law.

See Party Rules for designation process.

## **Primary Elections**

A primary election for a given office takes place when one or more Democrats contest the Party's designation by filing valid designating petitions. The date for the primary election is set by the New York State Legislature. It is ordinarily held on the fourth Tuesday in June.

The New York State Presidential Primary date is established by the State Legislature in Presidential years.

New York State is a closed primary state, meaning only Democrats enrolled at the time of the primary election are eligible to vote in that primary.

## **Board of Elections Support**

The Monroe County Board of Elections (BOE) is a bipartisan government entity that ensures fair, honest, and open elections in Monroe County in accordance with New York State Election Law, and also supports voters throughout that process. In addition, the Democratic Commissioner, Deputy Commissioner, and their team support the Party.

The BOE manages and certifies all primary and general elections within Monroe County for national, state, county, city, town, and village offices. In order to complete the critical duties associated with administering elections and ensuring proper operation of every polling site, the Board employs 1,500-3,000 Poll Workers for each election. All Poll Workers must be registered to vote in New York State.



MCDC members not volunteering with a campaign or Get Out The Vote efforts are encouraged to become Poll Workers. A number of full-day, paid positions exist as outlined below; sign-up forms and detailed information can be found at [monroecounty.gov/elections-inspectors](https://monroecounty.gov/elections-inspectors).

### **Inspector Coordinators**

Inspector Coordinators are active City LD or Town Committee Members who are employed by the BOE on a bipartisan basis for a term of one (1) calendar year. Inspector Coordinators are recommended by their City LD or Town Committee Leader to the respective Election Commissioner, who retains the power of appointment and dismissal.

The duties of the Inspector Coordinator are:

- Work with BOE and Site Chairs to facilitate the primary or general election
- Support recruitment of poll workers
- Attend BOE training
- Help resolve Election Day issues at polling locations
- Visit each polling location
- Perform other duties as necessary at the request of the BOE

### **Election Inspectors**

The primary duty of the Election Inspector is to operate the polls on Election Day, which involves:

- Strict adherence to New York State Election Law
- Orderly processing of voters
- Reconciling ballot counts
- Accurately closing down polling sites

### **Translators/Interpreters**

Monroe County is home to large deaf, Spanish-speaking, and other diverse populations, and assistance with translation is needed at polling locations across the county.

### **Compensation**

Beginning in 2023, rates of compensation are:

- Site Chairs: \$17 per hour
- Inspector Coordinators: \$16 per hour
- Translators/Interpreters: \$16 per hour
- Election Inspectors: \$15 per hour
- Training: \$25 per session



The BOE also has a number of opportunities for MCDC members and their families to remain involved year-round:

- **Youth Engagement**
  - Pre-registration to vote: Encourage young adults ages 16 and 17 to pre-register for voting and be automatically registered at 18.
  - Classroom programs: The BOE is available to facilitate classroom presentations and mock elections at local schools.
  - Leaders Engaging As Poll Workers (LEAP) student-involvement program: This is an effort to engage students ages 17+ in the election process.
- **Community Events:** MCDC members can serve as volunteers at community events where voter registration or education can happen.
- **Get More Information Directly From the Source:** Learn about BOE programs and opportunities, and share factual information:
  - Facebook: [facebook.com/votemonroecounty](https://www.facebook.com/votemonroecounty)
  - Twitter: [twitter.com/MonroeCountyBOE](https://twitter.com/MonroeCountyBOE)
  - LinkedIn: [linkedin.com/company/monroe-county-board-of-elections](https://www.linkedin.com/company/monroe-county-board-of-elections)
  - Sign up for the BOE distribution list to receive press releases and newsletters by emailing [demmcboe@monroecounty.gov](mailto:demmcboe@monroecounty.gov).

To share thoughts with the BOE or ask questions, please call 585-753-1560 or email [demmcboe@monroecounty.gov](mailto:demmcboe@monroecounty.gov).

## 4. The County Party

### Structure and Function of the County Committee

The Monroe County Democratic Committee is the official governing body of the County Party, and is comprised of the local Town and City LD Committee members. The members of the County Committee meet no earlier than September 17 and no later than October 6 following the June Primary to elect a Chairperson, Secretary, and Treasurer, who serve two-year terms. The Chairperson, who presides over the committee, appoints various vice-chairs, one of whom is the Executive Vice-Chair of the Party, who assumes the duties of the Chairperson in the Chairperson's absence. The County Committee also adopts and amends its own rules and recommends to the County Legislature its candidate for appointment as Commissioner of Elections for a four-year term.

### Executive Committee



The Executive Committee of the County Party consists of the party officers, the members of the State Democratic Committee from the county, and the leaders of each Town and City LD Committee. It has the power to act in matters defined in the Bylaws pertaining to party affairs between meetings of the County Committee.

The Chairperson of the County Committee reports to Town and LD leaders at regular meetings of the Executive Committee. These meetings serve as one of the principal means of communication with the local committees.

## **Functions of Party Headquarters**

The County Party Headquarters, consisting of the County Chair, the office staff, and the party's officers and committees, performs a variety of essential functions:

- Day-to-day administration of Party affairs, finances, and offices
- Coordination of all campaign and election activities in the county, beginning with candidate development and extending through to GOTV and the collecting of unofficial vote tallies on election night
- Maintaining communication and cooperative relationships between and among Democratic government officials and the political organization that supports their campaign and election efforts.
- Providing services for Party members, local committees, and candidates, including information (political, electoral, and governmental), office services, and consultation in the areas of communications, public relations, fundraising, and campaign management
- Promoting party growth and renewal, development of effective organizing skills, and communication within the Party
- Interface with the State Democratic Party

## **Finances**

Party finances are under the authority of the County Chairperson who reports annually to the County Executive Committee on the financial affairs of the party. The Chair has traditionally appointed a Finance Committee to provide advice and assistance in fundraising and budgetary matters.

The principal source of the Party's income are the Spring and Fall fundraising events, special events, sustaining memberships, and general contributions. Expenditures include salaries, office overhead, and communication and campaign expenses.



A broad base of financial support assures a county organization that is both effective and responsive to the diverse constituencies that make up the Party. Thus, it is essential that local committees and their individual members make meaningful efforts to assist the party financially.

## **5. Appendices**

### **MCDC Bylaws**

Party Rules: The Party Rules, also known as the MCDC Bylaws, are the governing document of the Monroe County Democratic Committee.



## Monroe County Democratic Party Rules

The Democratic County Committee of the County of Monroe, duly elected by the Democratic voters of Monroe County, does hereby adopt the following Rules for the organization and governance of the Democratic Party of the County of Monroe:

### ***PREAMBLE***

We, the members of the Democratic County Committee of the County of Monroe, firmly believing in the principles of the Democratic Party and with sincere conviction that the best interest of our City, Towns, Villages, County, State and Nation are promoted when the reins of government are in the control of that party, hereby adopt the following Rules according to the best traditions of our form of government.

### ***ARTICLE 1***

#### **GENERAL PROVISIONS**

**1.1 No Discrimination.** The Monroe County Democratic Committee (MCDC) does not discriminate in its employment practices or membership on the grounds of race, sex, gender identity, gender expression, age, color, creed, national origin, religion, ethnic identity, sexual orientation, disability or economic status, nor does it support or condone discrimination in its conduct of business, support and/or promotion of candidates.

**1.2 General Application.** These Rules shall apply to all activities of the County Committee except where otherwise expressly provided by law.

**1.3 State Committee Rules.** Any action required to be taken by the County Committee which is not provided for by these Rules shall be governed by the Rules of the Democratic State Committee.

### ***ARTICLE 2***

#### **DEFINITIONS**

**2.1 County Committee.** The County Committee is the committee chosen, in accordance with New York State Election Law, to represent the members of the Democratic Party in Monroe County, New York.

**2.2 County Committee Member.** A County Committee Member is an individual elected to the County Committee pursuant to Election Law §2-104 and §2-106, or, if appointed following a vacancy or change in election district boundaries, an individual appointed to the County Committee pursuant to Election Law §2-118.

**2.3 Democratic Party Member.** A Democratic Party Member is an individual whose registration as a Democrat has been accepted and processed by the Monroe County Board of Elections.

**2.4 Notice.** When a provision of these bylaws shall require notice, such notice may be given by email or U.S. Postal Service, unless otherwise specified within these bylaws.





If the Monroe County Democratic Committee does not have an email address for any party entitled to notice, the Committee shall send notice by the U.S. Postal Service.

**2.5 County Committee Member Proportional Vote.** The proportional vote of each County Committee Member is calculated according to the formula provided in Election Law §2-104. (Election Law §2-104 is annexed as Appendix A) If the Election Law provisions governing County Committee Members' votes are amended then such amended provisions shall apply.

**2.6 Party Officer.** One who holds any party position or any party office whether by election, appointment, or otherwise. Election Law §1-104(5).

**2.7 Designation.** Pursuant to New York State Election Law §1-104(7), "designation" is any method in accordance with the New York State Election Law by which candidates for party nomination for public office or for election to party position may be named for the purpose of any primary election.

## **ARTICLE 3**

### **THE County Committee**

**3.1 Membership.** The County Committee shall be constituted by the election in each of the County's election districts of up to four (4) Democratic Party members residing in the Assembly District containing such election district. The County Committee members shall be elected biennially in accordance with Election Law §2-106. In Monroe County, such elections shall take place in even years.

**3.2 Organizational Meeting and Elected Officers.** The County Committee shall hold an organizational meeting pursuant to Election Law §2-112. (Election Law §2-112 is annexed as Appendix B). The Secretary shall provide Notice (as defined above) of the organizational meeting. At such meeting the County Committee shall elect a Chairperson, a Secretary, and a Treasurer. Such officers need not be members of the County Committee but shall be enrolled members of the Democratic Party. The officers so chosen shall serve until new officers are elected at the organizational meeting of the next succeeding County Committee.

**3.3 Term of Office of Chairperson.** The term of office of the existing Chairperson shall terminate upon the election of a new Chairperson, or, in the event of resignation, disqualification, or death of the Chairperson', upon the occurrence of such event.

**3.4 Appointment of Certain Additional Officers.** The Chairperson of the County Committee shall have the power to appoint up to four (4) vice-Chairpersons. Of the four (4) vice-Chairpersons, at least one (1) must reside within the City of Rochester, one (1) must reside in a Town situated within the County, and one (1) must be a representative of the labor community. The Chairperson shall appoint one (1) of the vice-Chairpersons as the Executive Vice-Chairperson of the County Committee for the purpose of succession as set forth in 3.5. The Chairperson shall also appoint an Executive Director and such other Deputy Chairpersons, clerical and other employees as may be required from time to time for the conduct of the affairs of the County



Committee. The appointees identified herein need not be members of the County Committee.

### **3.5 Chairperson Vacancy.**

**3.5.1 Responsibility of Executive Vice-Chairperson.** In the event of the resignation, disqualification or death of the Chairperson of the County Committee, the Executive Vice-Chairperson appointed under the provisions of 3.4 shall thereupon become Chairperson of the County Committee with all the powers, rights and privileges of such office. The Executive Vice-Chairperson shall call and hold a meeting of the County Committee within twenty (20) days of the resignation, disqualification or death of the Chairperson and the County Committee shall at such meeting elect a new Chairperson to serve for the balance of the term of the previous Chairperson.

**3.5.2 Failure or Inability of Vice-Chairperson to Act.** If upon the occurrence of the resignation, disqualification or death of the Chairperson there shall be no Executive Vice-Chairperson, or if the Executive Vice-Chairperson does not act as provided at 3.5.1 hereof, then the Secretary of the County Committee shall call and hold a meeting of the County Committee within twenty (20) days of the resignation, disqualification or death of the Chairperson, and at such meeting the County Committee shall elect a new Chairperson to serve for the balance of the term of the previous Chairperson.

## **ARTICLE 4**

### **MEETINGS OF THE County Committee**

**Preamble:** Monroe County Democratic Committee will follow meeting procedures set forth below for conducting all business of the County Committee, except for Designation as set forth in Article 7.

**4.1 Regular Meetings.** Except for the organizational meeting and as otherwise provided by applicable law or these Rules, all meetings of the County Committee shall be held at such times and places as may be fixed by the Chairperson thereof and the Secretary shall provide Notice of such meetings not less than five (5) days before such meeting.

**4.2 Special Meetings.** Special meetings of the County Committee shall be called by the Chairperson upon the written request of at least twenty-five percent (25) of the County Committee Members. Upon the Chairperson's refusal or inability to call a special meeting, the meeting may be called by the members requesting it. Such meeting will be held on the date designated in the request, provided Notice can be and is sent not less than five (5) days before such meeting.

**4.3 Procedure at Organizational Meetings.** At the organizational meeting of the County Committee the Chairperson of the outgoing County Committee or any Democratic Party Member designated by the Chairperson shall preside until the Chairperson of the new County Committee has been elected. The outgoing Chairperson may likewise designate an Acting Secretary for the meeting to act until a new Secretary of the County Committee has been elected. The authority of the



outgoing County Committee shall be suspended at the commencement of the organizational meeting, and Committee Members elected at the preceding primary election shall act on all matters at the Organizational Meeting.

**4.4 Meetings to fill Chairperson Vacancy.** A meeting of the County Committee to fill a vacancy in the position of County Chairperson shall be held in accordance with 3.5.

**4.5 Proxies.** At all meetings of the County Committee members may appear and cast their votes by proxy, provided that the proxy is properly signed, dated and witnessed, filed at the meeting with the Secretary thereof prior to the roll call, and is in substantially the form attached to these Rules and made a part hereof as Appendix C. A proxy holder may vote for no more than one (1) absent County Committee members.

**4.6 Quorum.** At all meetings of the County Committee there shall be present, in person County Committee members representing at least ten (10%) of the entire duly elected County Committee membership entitled to vote thereat, in order to constitute a quorum; but if there be no quorum, those County Committee members present or represented may by majority vote, adjourn the meeting to a specific date without notice other than by announcement at the meeting, until a quorum shall attend, but may transact no other business. At any such adjourned meeting at which a quorum shall attend, any business may be transacted which might have been transacted at the meeting as originally called. When a quorum is once present, it is not broken by the subsequent withdrawal of any County Committee Member.

**4.7 Voting.** Voting at all County Committee meetings shall be based on the County Committee Member Proportional Vote.

#### **4.8 Order of Business.**

**4.8.1 Agenda.** At all regular meetings including the organization meeting of the County Committee the order of business shall be as follows:

- Reading of Notice of Meeting
- Calling of the Roll
- Election of Officers (Organizational Meeting only)
- Filling of Vacancies
- Adoption of Amendment to Rules, if any
- Reports of Officers
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment

**4.8.2 Calling of the Roll.** The calling of the roll may not be dispensed with if at least one hundred (100) or more County Committee Members, present in person or by proxy, vote against a motion to dispense with the calling of the roll.

## **ARTICLE 5**

### **DUTIES OF County Committee OFFICERS**

**5.1 Chairperson.** The Chairperson shall preside at all meetings of the County Committee and of the Executive Committee. The Chairperson shall be a member



ex-officio of all standing and other committees and shall generally perform all of the duties provided for in these Rules. The Chairperson shall submit annually to the members of the Executive Committee a summary of the Party's receipts and expenditures.

**5.2 Executive Vice-Chairperson.** The Executive Vice-Chairperson shall preside at all meetings of the County Committee in the absence of the Chairperson, except the organizational meeting. The Executive Vice-Chairperson shall assist the Chairperson in all the Chairperson's duties and shall succeed the Chairperson in the event of a vacancy in that position as provided in 3.5 herein.

**5.3 Secretary.** The Secretary shall keep the books and records of the County Committee and shall keep full minutes of all meetings of the County Committee. The Secretary shall see that all required notices are given in accordance with the provisions of these Rules, call the roll at all meetings of the County Committee, and shall perform all the duties incident to the office of Secretary.

**5.4 Treasurer.** The Treasurer shall receive and, subject to the provisions of 8.1 hereof, disburse all monies received for the work of the County Committee. The Treasurer shall keep books of account of all his/her receipts and disbursements and shall deposit all monies received as Treasurer in such bank or banks of deposit as may be designated by the Executive Committee. The Treasurer shall make a report of such receipts and disbursements at least once a year to the County Committee and upon such other occasions as the Treasurer may be called upon to do so by the Chairperson. The Treasurer shall generally perform all the duties incident to the office of Treasurer.

**5.5 Officer Vacancy.** In the event of the resignation, disqualification or death of any other elected officer of the County Committee, except the Chairperson (for whom succession procedures are set forth in 3.5), such vacancy shall be filled by a majority vote of the members of the Executive Committee present at a meeting thereof called for the purpose of filling such vacancy.

## **ARTICLE 6**

### **STANDING AND SPECIAL COMMITTEES OF THE County Committee**

**6.1 Standing Committees.** The regular standing committees of the Democratic County Committee shall be:

#### **6.1.1 The Executive Committee.**

**6.1.1.1 The membership in the Executive Committee shall consist of the following:** the Democratic Commissioner of Elections from the County of Monroe, the Executive Committee member from each City Legislative District in the City of Rochester and the Executive Committee member from each Town Committee in the County of Monroe; the Officers of the County Committee, the Chairs of the Law, Research/Issues and Finance Committees, and members of the Democratic State Committee from Monroe County. In the Event of an election of a new County Chairperson,



the retiring County Chairperson may be appointed to the Executive Committee by the new County Chairperson.

**6.1.1.2 Powers.** Matters delegated to the County Committee shall be addressed by the Executive Committee in the following circumstances:

- 6.1.1.2.1** In situations in which the Committee to Fill Vacancies does not apply, in the event of death, disqualification, or resignation of a Designated candidate, replacement of the Designated candidate;
- 6.1.1.2.2** In the event of a vacancy on the County Committee, the appointment of a Committee Member;
- 6.1.1.2.3** In the event that a candidate has not been Designated at the County Convention for an office existing at the time of the County Convention, Designation of a candidate for such office.
- 6.1.1.2.4** For matters not listed in this subdivision, the Executive Committee may take action if two thirds (2/3) of the Executive Committee vote in accordance with the procedures as set forth in Article 6.1.1.5.

**6.1.1.3 Restrictions.** Under no circumstances shall the Executive Committee substitute for the County Committee in the following acts:

- 6.1.1.3.1** Ratification of or amendment to the MCDC Bylaws;
- 6.1.1.3.2** Selection of the Board of Elections Commissioner;
- 6.1.1.3.3** Selection of MCDC Chairperson.
- 6.1.1.3.4** If New York State Election Law sets forth circumstances in which a County Committee may act, the Monroe County Democratic Committee Executive Committee may not substitute its decision-making for a decision of the County Committee, unless otherwise stated in these rules.

**6.1.1.4 Officers.** The Officers of the County Committee shall be officers of the Executive Committee.

**6.1.1.5 Voting.** Voting in the Executive Committee of the County Committee shall be as follows:

- 6.1.1.5.1** The County Chairperson, the Secretary and the Treasurer shall each have one (1) vote.
- 6.1.1.5.2** The Executive Committee member from each City Legislative District Committee situated wholly within the City of Rochester shall have one (1) vote.
- 6.1.1.5.3** The Executive Committee member from each Town Committee shall have a number of votes, or percentage thereof, in proportion to the number of County Legislative Districts contained in the relevant Town. The proportion shall be calculated by determining, with specific reference to the last gubernatorial election, the average of (a) all registered voters, (b) all Democratic registered voters, and (c) the number of votes cast for the Democratic gubernatorial candidate (the resulting average of elements (a), (b), and (c))



hereinafter referred to as the "Voting Formula Calculation") in all of the election districts within the relevant Town and then dividing that number by the number representing the application of the Voting Formula Calculation to all of those election districts within each Town and City Legislative District, if any, comprising the entire relevant County Legislative District. The resulting percentage, combined with any other percentages from any other County Legislative Districts or parts thereof contained in the Town, shall constitute the proportionate vote of the Executive Committee member from the Town.

**6.1.1.5.4** The Executive Committee member from a City Legislative District Committee, if any, which forms only a portion of a County Legislative District, shall have a number of votes, or percentage thereof, in proportion to the result of the Voting Formula Calculation for all election districts within such City Legislative District divided by the Voting Formula Calculation as applied to all election districts contained within the entire relevant County Legislative District. The resulting percentage shall constitute the proportionate vote of the Executive Committee member from such a City Legislative District.

**6.1.1.5.5** With respect to determining the vote of Executive Committee members from Towns and City Legislative Districts forming only a part of a County Legislative District, the factors underlying the Voting Formula Calculation shall be based upon figures available from the Monroe County Board of Election from the last preceding gubernatorial election, or in case the boundaries of a particular district have been changed or a new district has been created since the last preceding gubernatorial election, then reference shall be made to the last preceding State Assembly election. Regardless of the calculations contemplated by this Article, an Executive Committee member shall in no event have less than one-half (1/2) vote.

**6.1.1.5.6** Each member of the State Committee shall have one-half (1/2) vote.

**6.1.1.5.7** The several Vice-Chairpersons of the County Committee and the Chairs of the Law, Research/Issues, and Finance Committees, and the Democratic Commissioner of Elections shall each have one-half (1/2) vote.

**6.1.1.5.8** If any person serves on the Executive Committee in two voting capacities, (s)he shall be entitled to cast his/her vote from only one capacity.

**6.1.1.5.9** The Executive Committee Member from each local committee may appoint in writing a member of the local



committee's executive committee to attend and cast the Executive Committee Member's vote at any meeting of the County Committee Executive Committee.

**6.1.2 The Finance Committee.** The members of the Finance Committee shall be appointed by the Chairperson of the County Committee and shall serve at the pleasure of the Chairperson. Members of the Finance Committee need not be members of the County Committee. The Finance Committee shall organize and conduct fundraising activities on behalf of the County Committee and shall advise the County Committee and its officers on questions arising in connection with the financial affairs and activities of the County Committee.

**6.1.3 The Law Committee.** The members of the Law Committee shall be appointed by the Chairperson of the County Committee and shall serve at the pleasure of the Chairperson. Members of the Law Committee need not be members of the County Committee. The Law Committee shall advise the County Committee and its officers on all legal questions arising in connection with the affairs and activities of the County Committee, interpret, suggest and prepare amendments to these Rules and perform such other appropriate duties as shall be requested by the County Chairperson.

**6.1.3.1 Judicial Candidate Recruitment and Development Subcommittee of the Law Committee.** The members of the Judicial Candidate Recruitment and Development Subcommittee shall be appointed by the Chairperson of the County Committee. The subcommittee shall be responsible for recruitment, retention, development, and support of judicial candidates.

**6.1.4 The Research/Issues Committee.** The members of the Research/Issues Committee shall be appointed by the Chairperson of the County Committee and shall serve at the pleasure of the Chairperson. Members of the Research/Issues Committee need not be members of the County Committee. The Committee shall research issues relevant to campaigns at the town, city, county, regional and national levels and shall maintain a file on its findings. Such file shall be available for use by all candidates and other interested party members.

**6.1.5 Democratic Legislative Campaign Committee.** There shall be a Democratic Legislative Campaign Committee which shall have responsibility on a day-to-day basis for the planning, organization, financing and conduct of election campaigns for the office of County Legislator. The co-Chairs of such committee shall be the Chair of the Monroe Democratic Committee and the leader of the County Legislature Democratic Caucus recognized by the majority of the caucus members. The Chairs shall appoint the Treasurer and other members of the committee.

**6.2 Special Committees.** The Chairperson of the County Committee shall have the power to appoint from time to time such special committees as (s)he may deem desirable or necessary to serve at the Chairperson's pleasure. Members of such special committees need not be members of the County Committee.

**6.3 Terms of Office.** All Committees and officers elected or appointed under these Rules shall hold office for two (2) years or until their successors are elected or appointed unless otherwise provided by law or by these Rules, provided, however, that



appointed officers, members of the various committees of the County Committee and employees of the County Committee shall serve at the pleasure of the County Chairperson This provision shall not apply to the Executive Committee.

**6.4 Vacancy in County Committee.** In the case of the death, declination, disqualification, or resignation of a County Committee Member or the failure to elect a member, as a result of a tie vote, the vacancy caused thereby shall be filled by the remaining members of the County Committee or the members of the Executive Committee by the selection of a duly enrolled voter of the Democratic Party, qualified for election from the district as to which such vacancy occurred.

## **ARTICLE 7**

### **DESIGNATION OF CANDIDATES**

**Preamble:** For the purposes of endorsing candidates for public office, the Monroe County Democratic Committee will follow the Designation process outlined below.

**7.1 Designation of Candidates.** Designation of all candidates for public office will be a two step process. First, the City Legislative District or Town Committees will meet individually at City Legislative District or Town Committee Designating Meetings, hereinafter to be known as the “Designating Caucus.” Next, these candidates will be nominated and then by vote designated as the party’s candidates at a County Designating Convention. Upon request by a candidate, an MCDC Party Officer shall provide a list of County Committee Members eligible to vote, including the jurisdictions for the designation process as of Fifty (50) days prior to the County Designating Convention. In addition, an information sheet providing quorum requirements will also be made available. In all cases it is the responsibility of the candidate to make themselves known to the Monroe County Democratic Committee in order to receive this material.

**7.2 City Legislative District or Town Committee Designating Caucus.** Each City Legislative District or Town Committee shall meet for their Designating Caucus no later than ten (10) days prior to the County Designating Convention and no earlier than fifty (50) days prior to the County Designating Convention according to a schedule coordinated, including which candidates are to be designated, with the Monroe County Democratic Committee. This meeting shall be open to County Committee Members, candidates and their representatives. The Secretary of each City Legislative District or Town Committee or in the absence of a Secretary the Executive Committee member of the City Legislative District or Town Committee must mail to each County Committee Member within their jurisdiction Notice of such meeting no later than five (5) days before such meeting. The Designating Caucuses will be held in accordance with the following rules:

**7.2.1 Attendance and Quorum.** Each committee member who has been a member of the committee for at least fifty (50) days prior to the County Designating Convention shall validate their attendance at the Designating Caucus by signing the appropriate attendance documents. Fifteen (15) percent





of the committee eligible to vote within the jurisdiction of the office sought, in person shall constitute a quorum. At the start of the Designating Caucus a roll call of the committee will be taken to verify the attendance documents.

**7.2.2 Voting.** Each committee member representing the City Legislative District or Town Committee within the jurisdiction of the office sought shall have one vote. No proxies shall be allowed. Only in the case where the public office to be voted on is exclusively within a City Legislative District or Town shall a candidate be required to receive more than 50% of the vote to be designated. If required, additional ballots shall be taken until a candidate, or in the case of a multi-seat office the number of candidates based on the seats to be designated, shall receive more than the 50% of the vote to be designated. In all other cases the number of votes each candidate receives on the first ballot shall be recorded on the Designation Caucus Report. All votes are to be taken at the meeting coordinated with the Monroe County Democratic Committee for the designation of those candidates. All votes must be taken at the Designation Caucus without recess.

**7.2.3 City Legislative District or Town Committee Certification.** It shall be the responsibility of the Executive Committee member or their designee for each City Legislative District or Town Committee to oversee, collect and submit to the Monroe County Democratic Committee attendance documents and the Designation Caucus Report. These documents must be submitted to and received by the Monroe County Democratic Committee no later than seven (7) days prior to the County Designating Convention to certify that committee for the County Designating Convention.

**7.2.4 Inspection of Results.** Candidates or their designee made in writing shall have the right to inspect the committee sign-in sheets under the supervision of the Executive Committee Member of City Legislative District or Town Committee or someone they designate. Candidates shall be provided with the voting results for all candidates prior to leaving the Designation Caucus.

**7.3 County Designating Convention.** Notice of the County Designating Convention shall be sent by the Monroe County Democratic Committee Secretary to each County Committee Member not less than five (5) days before such meeting. Each Executive Committee member of each City Legislative District or Town Committee that has been certified by submitting their Designating Caucus Reports as prescribed in 7.2.3 shall be allotted their vote as prescribed in 7.3.3. In the event of an emergency declared by the Chair, notice may be given by public announcement in newspapers of general circulation and official party social media accounts not less than twenty-four (24) hours before the meeting. Where practicable the County Designating Convention must be held at least twenty (20) days prior to the first day that designating petitions may legally be signed.

**7.3.1 Attendance and Quorum.** Each Executive Committee member of the City Legislative District or Town Committee or their designee shall register upon entering the County Designating Convention. Two-thirds (2/3) of the actual number of City Legislative District or Town Committee Executive Committee members either in person or by designee shall constitute a quorum.



**7.3.2 Executive Committee Member Designee.** An Executive Committee member of the City Legislative District or Town Committee may designate a committee member belonging to the same City Legislative District or Town Committee as their designee for the purpose of attending and voting in their stead at the County Designating Convention by written notice from the Executive Committee member to the Chair of the Monroe County Democratic Committee.

**7.3.3 Voting.** Each City Legislative District or Town Committee Executive Committee member representing the City Legislative District or Town within the jurisdiction of the office sought shall have a weighted vote at the Designating Convention equal to the sum of the County Committee Members' Proportional Votes for their respective County Committee Members certified at the preceding organizational meeting of the County Committee as eligible to vote at said meeting except vacated and not reappointed seats.

**7.3.3.1 Designations.** Designations shall be made by a majority of the eligible votes cast at the County Designating Convention. Each member of the Executive Committee representing the City Legislative District or Town Committee within the jurisdiction of the office sought shall be directed to cast on the first ballot at the County Designating Convention a vote determined by the vote at their Designating Caucus in the same percentage of their total vote as received by each candidate in the Designating Caucus. If the number of candidates receiving more than 50% exceeds the number of available offices for the election then the candidates with the most votes up to the number of available offices will be the designated candidates. If no candidate, or in multi-seat races, not all candidates are designated on the first ballot, subsequent ballots shall be taken and the member of the Executive Committee representing the City Legislative District or Town Committee or their designee is eligible to cast their votes in such manner as they choose.

**7.3.3.2 Withdrawal of Candidate.** Should a candidate withdraw, by notifying the Chair of the Monroe County Democratic Committee in writing, between the Designating Caucus and the County Designating Convention, the Executive Committee member may cast that candidate's percentage of the Designating Caucus's vote in a manner of the Executive Committee members choosing.

**7.3.4 Suspending the County Designating Convention.** If no candidate receives a majority at any time after the first ballot the Chair can declare an impasse, suspending the County Designating Convention and ordering a new date to reconvene. At such time, the members of the Executive Committee representing the City Legislative District or Town Committee within the jurisdiction of the office sought shall cast subsequent ballots until such time as a winner is declared the designated candidate.

**7.4 Disputes.** All disputes arising either from a Designating Caucus or the County Designating Convention shall be resolved by the Chair of MCDC. The Chair may choose to empower a Dispute Committee. Any Designating Caucus issues must be settled prior to the County Designating Convention. Any County Designation Convention



issues must be resolved at least three (3) days prior to the first day to pass petitions.

**7.5 State Convention Delegates.** Delegates and Alternate Delegates to Democratic State Conventions shall be elected from each Assembly District for each 2,500 votes or fraction thereof cast in such Assembly District for the Democratic candidate for Governor at the last preceding General State Election.

**7.6 Authorizations.** The MCDC Chair and Secretary shall sign any necessary authorizations on behalf of MCDC or local MCDC committees.

**7.7 Designating Candidates.** In the event that a candidate has not been designated at the County Convention for an office existing at the time of the County Convention, the MCDC Executive Committee shall be authorized to designate a candidate in accordance with 6.1.1.2.3.

## **ARTICLE 8**

### **FINANCES**

**8.1 Expenditures.** No funds of the County Committee may be expended unless authorized by the Chairperson, and either Secretary or Treasurer of the County Committee.

**8.2 Borrowing.** The County Committee shall not undertake any long-term borrowing. The County Committee shall not undertake any short-term borrowing for periods in excess of four (4) months including renewals of short-term borrowings. Any short-term borrowing permitted by these Rules shall nonetheless require the approval of the Chairperson, Treasurer and Chair of the Finance Committee. The County Committee shall remain free of debt for at least thirty (30) consecutive days in each calendar year.

**8.3 Annual Audit.** The financial books and records of the County Committee shall be reviewed annually and shall be audited every three (3) years by an independent accountant or firm of accountants. Copies of the report of each review or audit shall be presented to the members of the Executive Committee.

## **ARTICLE 9**

### **LOCAL COMMITTEES**

**9.1 Creation of Local Committees.** Each County Legislative District situated wholly within the City of Rochester shall have a City Legislative District Committee. That portion of any County Legislative District partially situated within the City of Rochester, if any, shall also have a City Legislative District Committee. Each Town in the County of Monroe shall have a Town Committee. Such City Legislative District Committees and Town Committees are hereinafter collectively referred to as "Local Committees".

**9.2 Election of Members.** Each Local Committee shall consist of members of the County Committee representing an election district within such Town or City Legislative District.

**9.3 Election of Executive Committee Representative from Local Committees.**



The member of the Executive Committee from each Local Committee shall be duly elected by a majority vote of a quorum of the local committee members elected at the preceding primary election. This election shall take place within the fifteen (15) day period prior to the organizational meeting of the County Committee.

**9.3.1** The Executive Committee Representative from each local committee shall serve until the next Executive Committee Representative is elected.

**9.3.2** There shall be an election for each term of the County Committee member of their Local Committee, provided, however, that if by reason of a reapportionment any City Legislative Districts are created, the term of office of the Executive Committee member from such City Legislative District so altered or abolished, shall cease upon the effective date of the law providing for such apportionment. In such event, the County Chairperson will appoint an acting Executive Committee member who will be required within fifteen (15) days to convene a meeting of the City Legislative District committee for the purpose of electing a new Executive Committee member.

**9.4 Failure to Call a Meeting to Elect Executive Committee Member.** In the event the outgoing Executive Committee member fails to call a meeting for the purpose of electing an Executive Committee member within fifteen (15) days prior to the organizational County Committee meeting, the County Chairperson shall forthwith call such meeting for such election.

**9.5 Certificate of Election.** No member of the Executive Committee of the County Committee representing a Local Committee shall be eligible to act on that Executive Committee until a Certificate of Election duly executed by the County and Local Committee has been filed with the Chairperson of the County Committee.

**9.6 Rules of Local Committees.** A Local Committee may make and adopt its own rules (hereinafter referred to as "Local Rules"). Any such Local Rules shall include the following provisions consistent with these Rules.

**9.6.1** An organizational meeting, the manner of calling such meeting, and the order of business for such meeting shall comport as closely as practicable with the requirements of Article 4.

**9.6.2** The method for amending any Local Rules shall be consistent with the procedures of Article 10 where practicable.

**9.6.3** Local Rules adopted by a Local Committee shall become effective once approved by the Chair of the County Committee and filed with the Secretary of the County Committee. In the event a Local Committee does not adopt its own Local Rules, these Rules shall apply so far as practically applicable.

**9.6.4** Notwithstanding any other provision of these rules, any local committee, in connection with its own procedural activities, may prohibit the use of proxies or permit the use of up to one proxy per person, subject to such procedural safeguards as it may deem appropriate

## **ARTICLE 10**

### **AMENDMENT OF**



## County Committee RULES

**10.1 Power to Amend.** These Rules may be amended at any meeting of the County Committee duly called in accordance with the provisions of 10.2. An amendment to the Rules may be adopted by a majority vote of the County Committee Proportional Vote at any regular or special meeting of the County Committee.

**10.2 Notice of Amendment.** No amendment to these Rules shall be valid unless a copy of the proposed amendment or amendments has been mailed to the last known post office address of each member of the County Committee not less than five (5) days before such meeting.

### **ARTICLE 11**

#### **EFFECTIVE DATE**

**11 Effective Date.** These amended Rules shall take effect immediately.

Adopted: 9/23/92

Revised: 10/12/94

Revised: 10/17/96

Revised: 10/5/98

Reprinted: 4/9/04

Revised 9/28/06

Revised 11/17/21

## Appendix of Rules

Current as of 9/15/2021, please check currency when reviewing this statute.

§2-104. County Committee; creation.

1. The County Committee of each party shall be constituted by the election in each election district within such county of at least two members and of such additional members as the rules of the County Committee of the party within the county or the statement filed pursuant hereto may provide for such district, proportional to the party vote in the district for governor at the last preceding gubernatorial election, or in case the boundaries of such district have been changed or a new district has been created since the last preceding gubernatorial election, proportional to the party vote cast for member of assembly or in the event there was no election for member of assembly, then proportional to the number of enrolled voters of such party in such district on the list of enrolled voters last published by the board of elections, excluding voters in inactive status. In a county in which no additional members are provided for by the rules of the County Committee or the statement filed pursuant hereto the voting power of each member shall be in proportion to such party vote or, if the election district which such member represents was created or changed since the last election



for member of assembly, proportional to such party enrollment. In a county in which additional members are so provided for, on the basis of the party vote or enrollment in election districts within such county, each member shall have one vote. Each member of a County Committee shall be an enrolled voter of the party residing in the county and the assembly district from which or in the assembly district containing the election district in which such member is elected except that a member of a County Committee who, as a result of an alteration of assembly district lines, no longer resides within such assembly district may continue to serve for the balance of the term to which he was elected.

2. If, pursuant to section one of article thirteen of the constitution, such committee or a state convention of the party shall provide by rule for equal representation of the sexes on such committee, the rules of such committee relative to additional members, either from election districts or at large, shall be formulated and applied in such manner that the whole membership shall consist of an even number, equally divided between the sexes. When any such rule provides for equal representation of the sexes, the designating petitions and primary ballots shall list candidates for such party positions separately by sexes.
3. Notwithstanding the provisions of subdivision one of this section, a County Committee of a party shall be legally constituted if twenty-five percent of the committeemen required to be elected in such county, as provided in subdivision one of this section, have been elected.

Current as of 9/15/2021, please check currency when reviewing this statute.

§2-112. Committees; organization.

1. Every committee shall meet and organize by electing a Chairman, a Secretary, a Treasurer and such other officers as they may pursuant to their rules.
  - a. Every state committee shall meet no earlier than September seventeenth and no later than October first following the June primary. Until such organization meeting, the existing state committee shall exercise all legal authority. Upon the conclusion of such organization meeting, the new state committee shall assume all legal authority vested in the previously organized state committee.
  - b. Every County Committee shall meet no earlier than September seventeenth and no later than October sixth following the June primary. Until such organization meeting, the existing County Committee shall exercise all legal authority. Upon the conclusion of such organization meeting, the new County Committee shall assume all legal authority vested in the previously organized County Committee.
  - c. All other committees shall meet within the time specified by party rules.
  - d. Within three days after their organization meeting all state and County Committees shall file in the office of the state board of elections a certificate stating the names and post office addresses of such officers.



County Committees and any other committee contained therein shall file a copy of such statement with their county board of elections.

2. Such officers shall be enrolled members of the party, but need not be members of such committees.



# Proxy

## Monroe County Democratic Committee

I \_\_\_\_\_ a member of the Monroe County Democratic  
County Committee Member

Committee of the City Legislative District Committee \_\_\_\_\_ or  
City or Legislative District

Town Committee \_\_\_\_\_, Election District \_\_\_\_\_ do  
Town Name Election District

hereby appoint \_\_\_\_\_ as my PROXY to attend the  
Proxy Holder

meeting of the \_\_\_\_\_  
Description of Meeting (i.e. Monroe County Democratic Committee Meeting)

to be held on \_\_\_\_\_, 20 \_\_\_\_\_ at \_\_\_\_\_ AM/PM  
Date of Meeting Time of Meeting

at \_\_\_\_\_ with full  
Location of Meeting

power to answer roll call, act and vote for me and in my stead, with the same force and effect as  
if I were personally present.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Witness:

\_\_\_\_\_

Witness

Address: \_\_\_\_\_

